

C3.3.3.1. Detailed Block Information (Blocks A through J)

C3.3.3.1.1. Block A, "Contract Line Item No." (CLIN) - Enter the CLIN that is associated with the CDRL.

C3.3.3.1.2. Block B, "Exhibit" - Enter the contract exhibit letter assigned to the CDRL. (DFARS, Subpart 204.7101 (reference (b)), requires the DD Form 1423 to be a contract exhibit versus an attachment.

C3.3.3.1.3. Block C, "Category" - Check the appropriate block for the single category of data to be listed on the DD Form 1423. Types of data that comprise a TDP are defined in MIL-T-31000 (reference (m)), and types of DoD Manuals included under the TM category are defined in Part 9, Section B, of DoD Instruction 5000.2 (reference (f)). Types of data in the "Other" category may be further sub-categorized on a DD Form 1423 into single functional area assignments such as ADMN, CMAN, EDRS, etc., per the DoD 5010.12-L (reference (a)). (This block provides a convenient means of identifying and grouping individual data items in the same category, such as TDPs and TMs that require preparation of separate contract exhibits.)

C3.3.3.1.4. Block D, "System/Item" - Enter the system, item, project designator, or name of services being acquired that the data will support.

C3.3.3.1.5. Block E, "Contract/PR No." - Enter the contract or Purchase Request (PR) number when known; if unknown, enter the RFP number or other appropriate designator.

C3.3.3.1.6. Block F, "Contractor" - When known, enter the contractor's name. Following the name, the appropriate Commercial and Government Entity (CAGE) code may be inserted.

C3.3.3.1.7. Block G, "Prepared by" - Enter the name and signature of the CDRL preparer or the name of the activity responsible for preparation of the CDRL.

C3.3.3.1.8. Block H, "Date" - Enter the date the CDRL was prepared.

C3.3.3.1.9. Block I, "Approved by" - Enter the name and signature of the individual responsible for approving the CDRL.

C3.3.3.1.10. Block J, "Date" - Enter the date the CDRL was approved. (It is sound management practice to paginate, sign, and date each approved page of the CDRL package to ensure that no unauthorized pages have been added or previously

<u>DD Form 250 Code</u>	<u>Inspection</u>	<u>Acceptance</u>
SS	(1)	(2)
DD	(3)	(4)
SD	(1)	(4)
DS	(3)	(5)
LT	(6)	(7)
*NO	(8)	(8)
XX	(9)	(9)

(1) Inspection at source.

(2) Acceptance at source.

(3) No inspection performed at source. Final inspection performed at destination.

(4) Acceptance at destination.

(5) Acceptance at source. Acceptance based on written approval from the Contracting Officer.

(6) Letter of transmittal (LT) only. A letter of transmittal is not appropriate when an inspection of the data is required. The data is sent by the contractor directly to the activities listed in block 14 of the DD Form 1423. The LT is used when the contracting agency requires a record of delivery but does not desire to have a DD Form 250 for every piece of data developed by the contractor. The only other authorized use of the LT is the special case where the contracting agency does not desire to have separate DD Forms 250 but desires to have a Government QA representative perform inspection. The Government QA representative shall be listed on the distribution in block 14 and requested to provide comments via the QA letter of instruction. Also, when the local contract administration office (CAO) is required to perform inspection of a letter of transmittal, block 16 shall so indicate. In all cases where "LT" is used, a copy of the letter of transmittal should be provided to the CAO for information and appropriate use in administration of the contract.

(7) As specified in block 16 of the DD Form 1423.

(8) No inspection or acceptance required. No DD Form 250 or letter of transmittal required.

(9) Inspection and acceptance requirements specified elsewhere in the contract.

\*Use of the symbol NO is not authorized for data comprising TDPs or TMs.

NOTE: For additional information on the inspection and acceptance of data refer to Chapter 6 herein.

ANNLY	Annually
ASGEN	As generated*
ASREQ	As required*
BI-MO	Every 2 months
BI-WE	Every 2 weeks
DAILY	Daily
DFDEL	Deferred Delivery
MTHLY	Monthly
ONE/P	One Preliminary
ONE/R	One time with revisions
QRTLY	Quarterly
R/ASR	Revision as required*
SEMIA	Every 6 months
WEKLY	Weekly
XTIME	Number of times to be submitted (1 TIME, 2 TIMES, 9 TIMES, etc)**

\*Use of these codes requires further explanation in block 16 to provide, the contractor with guidance necessary to accurately price the deliverable data item.

\*\*A number must be inserted in place of the "X."

C3.3.3.2.11. Block 11, "As of Date" - If the data is to be submitted only once, enter the "As of Date" (cut-off date) as follows: year/month/day (e.g., "92Mar10"). This is the date for cutting off collection of the data. If the data is to be submitted multiple times, enter a number to indicate the number of calendar days before the end of the reporting period, established in block 10, that data collection will be cut off. For example, "15" would place the "As of Date" for the data at 15 days before the end of the month, quarter, or year depending on the frequency established in Block 10 (e.g., report for May should reflect information collected through 16 May). An "O" would place the "As of" date at the end of each month, quarter, or year, etc. Block 16 may be used for further explanation. If an "As of Date" is not applicable, enter "N/A" in block 11.

C3.3.3.2.12. Block 12, "Date of First Submission" - Enter the initial submission date as follows: year/month/day (e.g., "90Mar10"). If submittal is constrained by a specific event or milestone, enter that constraint. If the, contract start date is not known, indicate the number of calendar days after contract (DAC) start that the data is due (e.g., "90 DAC"). Do not insert classified dates. Typical abbreviations in block 12 are:

C3.3.3.2.14.2. In block 14b, insert the specific number and type of copies to be delivered to each addressee in each of the available three columns. Unused columns adjacent to each addressee will have either an "N/A" or number "0" entered.

C3.3.3.2.14.3. When the data items requires advance written approval (indicated by an "A" in block 8), draft copies are required for approval before publication of the final document. Enter draft quantities in block 14b and an explanation in block 16 (e.g., "Submit draft for approval 90 DAC award. Submit final copies 30 days after Government approval of the draft.") It should be noted that unless otherwise indicated on the DD Form 1423, all addressees listed in block 14 will receive both draft and final documents.

C3.3.3.2.14.4. Include digital media details and constraints (when appropriate), such as source document requirements of tape density per inch, tape size, record and header formats, file headers, files constructs, and target system environment (such as DEC VAX 6000 series environment). (See reference (h), MIL-HDBK-59, for guidance).

C3.3.3.2.14.5. Include non-digital media details and constraints, such as source document requirements (e.g., MIL-D-5840 or MIL-M-38761/1) type and class of microfilm, paper, vellum, etc., as necessary to fully describe media constraints. (NOTE: Do not confuse "reproducible" with the term "reproduced." Reproducible copies are master/first generation documents capable of making successive generations of high quality resolution copies. Reproduced copies are subsequent generation copies of lower resolution made from the first generation masters.)

C3.3.3.2.14.6. If the data is not actually to be delivered to the Government or associated contractors, or if deferred delivery is required, so indicate by placed "DFDEL" in this block and provide disposition instructions in block 16. Additional guidance on deferred ordering or delivery of data is in section C3.5. of this chapter. Procedures for distribution to classified locations should be coordinated among the user, acquisition agent, and applicable data managers.

C3.3.3.2.15. Block 15, "Total" - Enter the total number of draft and final (regular and reproducible) copies required by block 14. For digital media, enter the total number of copies required by block 14.

USAPPC ¥3.00